

Livable Cities Forum 2014: Building Adaptive Communities

VOLUNTEER INFORMATION

Set against the backdrop of the vibrant and picturesque City of Vancouver, the 2014 Livable Cities Forum will explore how to build healthy, sustainable, and economically resilient communities. The program is now available (<http://www.livablecitiesforum.com/program/>) and will cover a variety of topics that fall under the following themes: preparing, responding, placemaking, mainstreaming, and measuring.

Exploration will continue beyond the Forum walls through mobile workshops in the City of Vancouver and the surrounding area. Participants will be able to see first-hand how the City's bold initiative, *Greenest City 2020*, addresses environmental challenges, supports the local economy, and fosters healthier people and places.

The Livable Cities Forum will be held at the Hyatt Regency Vancouver, April 2-4, 2014. For more information, please visit the event website: www.livablecitiesforum.com/about

Please indicate on the application form below if you are able to volunteer on the day before the event (Apr 1st), Day 1 (Apr 2nd), Day 2 (Apr 3rd), and/or Day 3 (Apr 4th) of the conference.

We are looking for volunteers to assist us in the following areas:

- **Event set-up:** You will assist conference staff with administrative tasks and logistical support relating to event set-up on the afternoon before Day 1 of the Forum. Tasks may include: organization of name badges, preparation of delegate kits, etc.
- **Registration Help:** You will assist conference staff at the Registration Desk as delegates check-in at the Hyatt Regency, assuring that they receive badges, programs, etc.
- **Greeters:** You will help delegates navigate the venue throughout the duration of the conference, directing people to the appropriate rooms for plenaries, breakout sessions, lunch and networking breaks, etc.
- **Study Tour Assistants:** You will assist conference staff during study tours, assuring that delegates remain with the group and helping with any logistical issues that may arise.
- **Photographer:** You will be responsible for taking pictures throughout the conference – at plenaries, sessions, breaks, dinners, etc. We are looking for a volunteer with previous experience in this area, preferably with access to their own high quality camera.
- **Help desk/info booth/coat check:** You will be stationed at a help desk or info booth in order to answer questions from delegates. In the mornings/evenings you may be asked to assist with the coat check service.

All volunteers will be required to assist with set-up in the mornings and take-down in the evenings.

Volunteers are responsible for their own transportation to and from the Hyatt Regency Vancouver and accommodation (if necessary).

For more information about the conference organizer (ICLEI Canada), event partners (the City of Vancouver, Simon Fraser University, and ICLEI USA), and the *Livable Cities Forum 2014*, please visit:

www.livablecitiesforum.com

LCF 2014 VOLUNTEER APPLICATION FORM

Name:

School:

Email:

Area of study:

Phone number:

Year of study or graduation:

In which area(s) would you be interested in volunteering? *Please rank your choices from 1 to 5, 1 indicating most interested. We cannot guarantee you'll be assigned your top choice but we will try our best to accommodate everyone's interests.*

Registration Help
Study Tour Assistant

Greeter

Help Desk/Info Booth/Coat Check

Photographer (with own camera?) Yes / No

When are you available to volunteer? *Please check all that apply.*

Tuesday P.M. (set-up help)

Wednesday A.M.

Thursday A.M.

Friday A.M.

Wednesday P.M.

Thursday P.M.

Friday P.M.

Why are you interested in volunteering at the *Livable Cities Forum 2014*? What do you hope to gain?

What experience (paid or volunteer work), qualifications, or skills would be relevant to your volunteering at the *Forum*?

Are you familiar with sustainability and climate change issues? *Please explain and/or give examples.*

What are your other interests or hobbies?

Do you have a certification in First Aid? (This is not mandatory, but beneficial, especially for Study Tours.)

Yes

No

Please attach an up-to-date resumé/CV.

Please save your completed application form *with your name in the document title* and submit it to LCF2014@iclei.org with the subject line "LCF 2014 Volunteer Application" no later than March 14, 2014. *Volunteers who are selected will be notified by March 19th, 2014.* We appreciate your interest in volunteering at the *Livable Cities Forum 2014*!